



# State of Nevada

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**Program Year (PY) 2016**

**Senior Community Service Employment Program  
(SCSEP)**

**SCSEP State Plan**

***July 1, 2016 to June 30, 2020***

**Nevada Aging and Disability Services  
Division**

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## STATE PLAN

### ***Section 1. Purpose of the State Plan***

The State of Nevada Senior Community Service Employment Program (SCSEP) State Plan is required per: the enactment of Section 503 of the 2006 OAA Amendments, Pub. L. 109-365, October 17, 2006, 20 CFR Part 641, SCSEP Performance Accountability Interim Rule, 72 Fed. Reg. 35831 (June 29, 2007); 20 CFR Part 641 SCSEP Final Rule (September 1, 2010); and the Training and Employment Guidance Letter (TEGL) and Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plan Requirements.

The Nevada Governor has charged the Department of Health and Human Services, Aging and Disability Services Division to coordinate, write and submit the Plan (Appendix A), which covers the time period of July 1, 2016 to June 30, 2020. The plan describes how SCSEP and its partners meet the skills training, supportive services and unsubsidized employment needs of eligible seniors age 55 and older. In addition, it explains the role of the SCSEP and its partners in Nevada's workforce development system, relevant to community service and private employment.

### ***Section 2. Involvement of Organizations and Individuals***

Nevada's Senior Community Service Employment Program (SCSEP) State Plan was developed by a workgroup, comprised of representatives from: the AARP Foundation – SCSEP and the Nevada Aging and Disability Services Division (ADSD).

### ***Section 3. Solicitation and Collection of Public Comment***

The Program Year (PY) 2016 State of Nevada SCSEP Four Year State Plan was posted for solicitation of public comment on February 8, 2016, on the State of Nevada Aging and Disability Services Division Website, <http://adsd.nv.gov/About/Reports/SrCommSvcEmplyProg/Home/>. A request for public comment was published in the *Las Vegas Review Journal*, *Las Vegas Sun*, *Reno Gazette Journal* and *Elko Daily Free Press* newspapers on February 9, 2016. Public comment was due by February 26, 2016 (See Appendix B). The request for public comment was emailed to: members of the local Workforce Development Board; the Governor's Workforce Development Board; the Economic Development Board; ADSD's Title III-B, C, D, E and Independent Living Grant sub grantees; SCSEP participants; and SCSEP host site agencies.

### ***Section 4. Economic Projections and Impact***

**A.** *Discuss long-term projections for jobs in industries and occupations in the State that may provide employment opportunities for older workers (20 CFR 641.302(d)).*

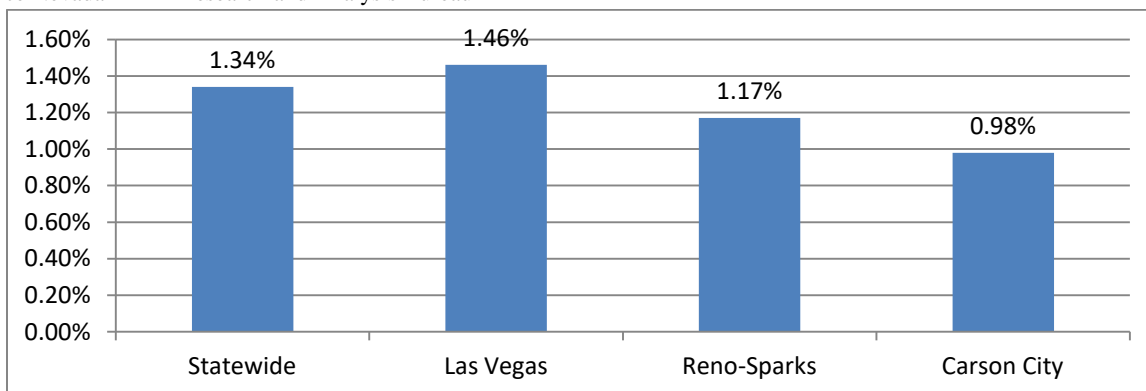
The Nevada Department of Employment, Training and Rehabilitation (DETR) Research and Analysis Bureau produce ten-year industry employment projections for the State of Nevada and

sub-State areas on a biennial basis (Appendix H). The 2012-2022 Industry Projections Review<sup>1</sup>, industry projections charts and tables presented exclude self-employed and unpaid family workers. Projections are based on econometric modeling. Long-term projections are estimates of future employment trends, providing insight into growing and declining industries.

This year, economists estimate that Nevada's total industrial employment is expected to increase by 160,500 jobs from 2012 to 2022, amounting to a 1.3 percent annualized growth rate. Most of the estimated rise in employment is coming from the Las Vegas-Paradise metro area, equating to 128,000 more jobs or 1.5 percent annualized growth rate. Over the decade, the Reno-Sparks Metropolitan Statistical Area (MSA) employment is predicted to improve by 23,000 jobs, which is a 1.2 percent annualized growth rate. Employment in the Carson City MSA is projected to grow at a 1.0 percent annualized rate, totaling 2,800 more jobs in the next ten years. Chart 1 illustrates the predicted annualized employment growth in all industries statewide and in the three metro areas.

**Chart 1: 2012-2022 Annualized Employment Growth in Nevada and Three Metro Areas.**

Source Nevada DETR Research and Analysis Bureau



Most super sector North American Industry Classification System (NAICS) industries are projected to have about a 1.0 percent annualized growth rate. Table 1 illustrates the forecasted total employment change from 2012 to 2022 on super sector NAICS level. Chart 2 shows a super sector NAICS summary of annualized employment growth from 2012 to 2022 in Nevada.

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<sup>1</sup> The 2012-2022 projections were developed based on the assumption that certain fundamental conditions will prevail through 2022 the institutional framework of the U.S. economy; existing technological and scientific trends; current values placed on work, education, income, and leisure, and the absence of catastrophic events. Events such as major business closures or openings and natural disasters can all have a major impact on employment levels. The projections were prepared for employment and training planners, vocational educators, and others who need information on future employment by occupation. Employers considering expansion or relocation may find the report helpful in understanding the occupational composition and trends in the county or geographic region. However, it is important to keep in mind that projections are just one planning tool and that the estimates are based on information available at the time the forecast was made. Source: Nevada DETR Research and Analysis Bureau.

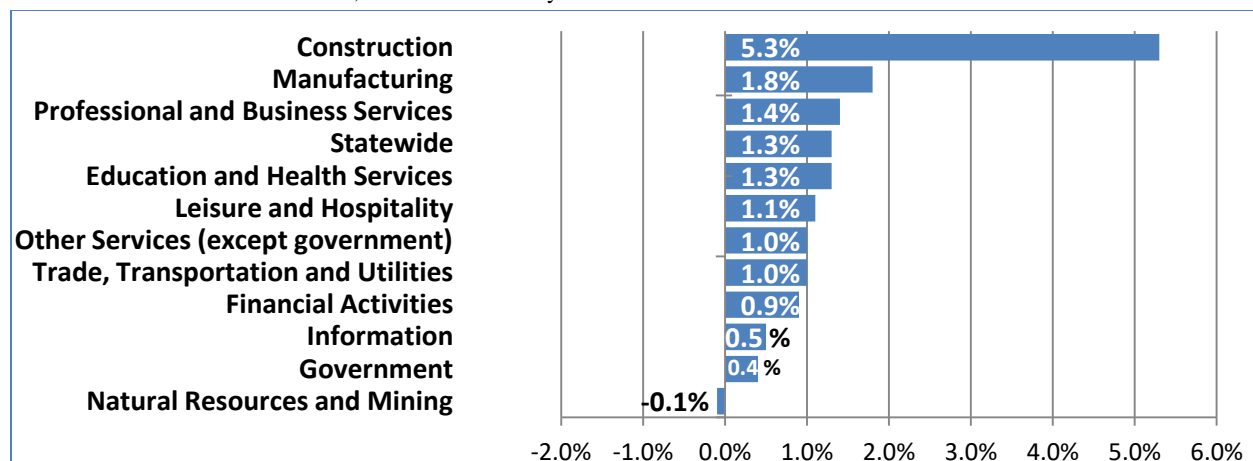
### Good-Producing Industries

Looking ahead, good-producing industries are projected to grow in Nevada. Good-producing industries are anticipated to generate 42,500 jobs from 2012 to 2022. The construction industry was hard hit in Nevada, but employment in this industry is recovering fairly well, with increased activity being spurred by real estate construction and other construction developments around the State. The industry is projected to grow by 35,000 jobs over the next ten years, an annual growth rate of 5.3 percent. Employment in manufacturing is projected to increase by 7,700 jobs over the ten-year forecast horizon, a 1.8 percent growth rate on an annual basis. Most of the growth within the manufacturing industry is assumed to come from other manufacturing sector activities. The natural resources and mining industry is forecasted to remain relatively flat over the forecast period, reducing by 0.1 percent on an annual basis, or 200 jobs.

### Service-Providing Industries

Service-providing industries are expected to create 118,000 jobs in the ten-year forecast horizon. A log of growth in the service-providing industries is a reflection of increasing population and consumption over a decade. The leisure and hospitality industry is projected to have 37,600 more jobs by 2022, the largest employment gain in jobs among all industries. Most of the gain is anticipated to be generated in the accommodation and food service sector. Another large payroll increase, with an additional 24,200 jobs, is anticipated in the trade, transportation and utilities industry, driven by large employment gains in the retail trade sector. The health care sector is expected to continue to grow during the ten-year time span, contributing an increase of 23,600 jobs in the education and health services industry, resulting in a 1.1 percent annualized growth rate. The professional and business services industry is likely to grow at 1.4 percent annually, gaining 20,700 jobs from 2012 to 2022. Still at somewhat slow pace, the information and financial activities industries are estimated to grow at a modest rate, gaining 600 and 5,100 jobs, respectively. Government payrolls in Nevada are projected to increase by 2,800 over the projected period.

**Chart 2: 2012-2022 Projected Annualized Growth Rates for Nevada's Industries by Super sector NAICS.** Source: DETR, Research and Analysis Bureau



**Table 1: Nevada Long-term Industrial Employment Projections by Super sector NAICS, 2012-2022.** Source: DETR, Research and Analysis Bureau

	2012	2022	2012-2022
Industry Title	Employment	Employment	Change
<b>Goods-Producing Industries</b>			
<i>Construction</i>	51,600	86,600	35,000
<i>Manufacturing</i>	39,200	46,900	7,700
<i>Natural Resources and Mining</i>	17,400	17,200	-200
<b>Service-Providing Industries</b>			
<i>Leisure and Hospitality</i>	316,900	354,500	37,600
<i>Trade, Transportation and Utilities</i>	220,500	244,700	24,200
<i>Education and Health Services</i>	176,200	199,800	23,600
<i>Professional and Business Services</i>	141,600	162,300	20,700
<i>Financial Activities</i>	51,900	57,000	5,100
<i>Other Services (except government)</i>	33,100	36,500	3,400
<i>Government</i>	69,400	72,200	2,800
<i>Information</i>	12,500	13,100	600
<b>Statewide</b>	1,130,300	1,290,800	160,500

The State of Nevada, through the Governor’s Office of Economic Development, offers a variety of incentives for qualifying companies to do business in the state, including: sales tax abatements on capital equipment purchases; sales and use tax deferral on capital equipment purchases; abatements on personal and modified business taxes; real property tax abatements for recycling; assistance with the cost of intellectual property development; and employee training grants.

**B.** Describe how the long-term job projections discussed in the economic analysis section of (WIOA) strategic plan relate to the types of unsubsidized jobs for which SCSEP participants are trained and the types of skills training to be provided (20 CFR 641.302(d))

The economic analysis section of the WIOA Integrated Workforce Plan indicates that there will be growth in the leisure and hospitality, retail and business services and combined food preparation and serving occupations between 2014 and 2016.

This is supported by the *Nevada Workforce Informer, Data Analysis, 10 Year Occupational Employment Projections*, which indicates that the Nevada occupations projected to have the most employment growth from 2012 to 2022, are: food preparation and serving, sales and related occupations, office and administrative support, food and beverage serving workers and retail sales workers. (Appendix F)

In order to maximize SCSEP participant placement in unsubsidized employment in these high demand job areas, Nevada SCSEP providers will focus their community service training agency recruitment upon host site agencies that can provide training in food preparation and serving, office and administrative support, sales and related occupations, food and beverage serving workers and retail sales workers.

**Table 2. Number of active PY 2015 Community Service Host Agency training assignments as of June 30, 2015 by Job Code:**

Job Code	Community Service Host Agency Job Code Description	PY 2015 SCSEP National Active Position Placement	PY 2015 SCSEP State Active Position Placement	Percentage of Active Participants In Host Agencies in Specific Job Codes
1	Art, Design, Entertainment, Sports Media	0	1	.2
2	Business and Financial Operations	0	2	.5
3	Community and Social Services	10	13	6.3
4	Computer and Mathematical	0	0	0
5	Construction, Installation and Repair	1	2	.8
6	Education, Training, Library	22	0	5.9
7	Farming, Fishing and Forestry	0	0	0
8	Food Preparation & Services	13	1	3.8
9	Healthcare	2	2	1
10	Legal	0	0	0
11	Maintenance & Custodial	7	5	3.2
12	Management	0	0	0
13	Office and Administrative Support	151	15	45.1
14	Personal Care & Services	0	1	.2
15	Production, Assembly and Light Industrial	2	0	.5
16	Protective Services	0	1	.2
17	Retail Sales and Related	110	8	32.1
18	Self Employment	0	0	0
19	Transportation & Material Moving	0	1	.2
	<b>Total</b>	<b>318</b>	<b>50</b>	<b>100%</b>

The percentage of participants assigned to Office and Administrative Support and Retail Sales and Related host agency positions supports the prevalent job markets identified in *The*

*Occupation of the Civilian Employed Population 55 Years and Over by Sex and Age, 2012*, compiled by the U.S. Census Bureau (Appendix G), which indicates that the most prevalent job markets for those age 55 and older are in the management, professional, and related occupations, service occupations, sales and office occupations.

In order to expand employment opportunities for SCSEP participants in Nevada, plans for training expansion are underway. AARP Foundation has established an MOU relationship with Securitas for Protective Services to fill security guard job openings.

In addition, AARP Foundation will begin working closely with the Las Vegas Chamber of Commerce Networking Events to assist with recruitment and potential job openings.

**Table 3. Nevada SCSEP Grantee Unsubsidized Employment Placements by Job Code as June 30, 2015.**

Job Code	Job Description	Number of National Participants placed in Unsubsidized Employment As of 6/30/15	Number of State Participants placed in Unsubsidized Employment As of 6/30/15	Percentage of Participants in Unsubsidized Employment by Job Codes As of 6/30/15
1	Art, Design, Entertainment, Sports Media	0	0	0%
2	Business and Financial Operations	19	5	20%
3	Community and Social Services	13	3	13%
4	Computer and Mathematical	2	0	2%
5	Construction, Installation and Repair	0	0	0%
6	Education, Training and Library	2	0	2%
7	Farming, Fishing and Forestry	0	0	0%
8	Food Preparation and Service	9	1	8%
9	Health Care	3	1	3%
10	Legal	2	1	2%
11	Maintenance & Custodial	5	0	4%
12	Management	1	0	1%
13	Office and Administrative Support	4	1	4%
14	Personal Care and Services	3	3	5%
15	Production, Assembly and Light Industrial	1	0	1%
16	Protective Services	5	1	5%
17	Retail	23	2	20%
18	Self Employment	0	0	0%
19	Transportation and Material Moving	10	2	10%
	Total	102	20	100%

*C. Discuss current and projected employment opportunities in the State (such as by providing information available under §15 of the Wagner-Peyser Act (29 U.S.C. 491-2) by occupation), and the types of skills possessed by eligible individuals (20 CFR 641.325(c)).*



Nevada's dominant industries projected to provide the largest number of jobs between 2012 and 2022, as illustrated by the following: (Appendix I)

- Construction trades workers, with a projected 5.5 percent growth rate, which is expected to add 4,164 jobs to payrolls
- Laborers and freight, stock and material movers will add 3,413 jobs to the payrolls, with a 1.9 percent growth rate
- Combined Food Preparation and Serving workers is projecting an annual growth rate of 2.3 percent or 6,642 projected additional jobs
- The retail salespersons occupation ranks second in projected growth, adding 5,486 to payrolls (+ 1.2 percent)
- Waiters and waitresses, Nevada's second largest occupation is estimated to grow by 1.1 percent, with the addition of 4,126 employees
- Personal and home Care Aides will add 3,068 to payrolls or a 3.8 percent growth rate
- Janitors and cleaners (sans maids and housekeeping cleaners) currently employ 30,600 Nevadans, ranking fourth; however, this occupation is not projected to demonstrate significant growth, adding only 2,873 to payrolls or 1 percent

**Table 4.**

**Nevada Top 10 Annual Job Openings by Occupation 2012-2022** Source: DETR/Research and Analyst Bureau

Occupation	2012 Emp	2022 Emp	Total Annual Openings	Average Annual Growth
Combined Food Preparation and Serving Workers, Including fast food	29,303	35,945	6,642	2.3%
Retail Salespersons	45,711	51,197	5,486	1.2%
Carpenters	10,353	15,404	5,051	4.9%
Construction Laborers	7,618	11,782	4,164	5.5%
Waiters and Waitresses	37,757	41,883	4,126	1.1%
Laborers and Freight, Stock and Material Movers	18,254	21,667	3,413	1.9%
Gaming Dealers	22,639	25,950	3,311	1.5%
Personal and Home Care Aides	8,022	11,090	3,068	3.8%
Customer Service Representatives	16,583	19,623	3,048	1.8%
Cooks, Restaurant	17,437	20,453	3,016	17.7%

Nevada's State and National SCSEP providers will work together to satisfy the community service training and the unsubsidized employment needs of Nevada seniors age 55 and older in Nevada. This will occur through recruitment of community service host site agencies that can train participants for employment in five of the top ten occupations projected to be hiring the

most employees in the next four years, according to the *Nevada Workforce Informer, Data Analysis*.

This includes food preparation and serving workers, retail salespersons, waiters, waitresses, customer service representatives and personal and home care aides. These occupations normally have both full time and part time employment opportunities, which are consistent with the need of older workers for a flexible work schedule.

### ***Section 5. Service Delivery and Coordination***

Nevada SCSEP State and National grantee staff communicates through emails, meetings and teleconferences, as needed during the grant year. Equitable distribution of positions is accomplished through teleconference and emails. State planning is accomplished through teleconferences or face-to-face meetings.

Nevada's SCSEP providers work to increase knowledge about SCSEP among Nevada's non-profit, public and private businesses, to promote older-worker-friendly skills training and work environments among Nevada's employers. This occurs through presentations, public service announcements, good customer service, brochures, warm calls and SCSEP flyers and posters. Nevada SCSEP providers are listed in Nevada's Aging and Disability Resource Center (ADRC) website and Nevada's 2-1-1 resource guide.

Steve Fisher, Administrator, Nevada Division for Welfare and Supportive Services, represents SCSEP on the Governor's Workforce Development Board (WDB).

Nevada has two local Workforce Development Boards: Nevada Works in Northern Nevada and the Workforce Connections in Southern Nevada. Shirley Chantrill, the Nevada Aging and Disability Services Division's Resource Development Specialist and State SCSEP Director, represents SCSEP on the northern board - Nevada Works. Jackie Phillips, AARP Foundation SCSEP Manager, represents SCSEP on the southern board - Workforce Connections.

Kristi Martin, Aging and Disability Services Division, Resource Development Manager, represents SCSEP on the One-Stop Delivery System Panel, which includes WIOA core programs and other required partners as they develop a Memorandum of Understanding for participation in the One-Stop Delivery System.

A Memorandum of Understanding (MOU) has been developed with the Department of Employment, Training and Rehabilitation (DETR) to place SCSEP participants in One-Stop Centers. Workforce Connections, in Southern Nevada, is an SCSEP host site agency. ADSD and /AARP Foundation SCSEP are Affiliate Members of the Southern Nevada One-Stop. SCSEP not only utilizes the One Stop centers as host agencies, they refer participants to the varied job search and employment trainings offered through the One-Stop.

AARP Foundation coordinates with WIOA funded agencies to provide classroom-training opportunities that build participant skills in the areas of computer training and ESL training. Computer training provided by The Learning Center during PY 2015 was funded from the SCSEP budget category for supportive services.

Individuals age 55 and older who seek SCSEP services are referred by Nevada's One-Stop Centers to the appropriate SCSEP provider in their area. SCSEP participants are required to co-enroll with the local One-Stop Center. In addition, according to the One-Stop System Liaison, 571 individuals, age 55 years and older, obtained services at Nevada's One-Stop Center in fiscal year 2015 (July 1, 2014 to June 30, 2015). Nevada Labor Exchange Annual reports indicate that Nevada's JobConnect offices served 14,476 individuals, age 55 years and older, in fiscal year 2015 (July 1, 2014 to June 30, 2015).

SCSEP provider staff has close working relationships with other employment and training programs, such as State and local programs under the Workforce Innovations and Opportunity Act (WIOA), the Carl D. Perkins vocational education programs, dislocated worker programs and adult education programs. This occurs and will continue to occur through meetings, presentations, public service announcements, brochures, SCSEP posters and staff participation on local Workforce Development Boards and panels.

The SCSEP staff refers participants to other employment and training programs, state Vocational Rehabilitation, Adult Basic Education, English as A Second Language and training through the Nevada System of Higher Education (NSHE) when relevant needs are identified on the participant's Individual Employment Plan (IEP), e.g. skills training, job search, resume writing, job placement. Upon request, NSHE provides Adult Basic Education and English as a Second Language classes to participants at no charge.

AARP Foundation and ADSD have Memorandums of Understanding (MOUs) in place with the local Southern Nevada Workforce Development area. The goal is for the SCSEP provider to sign a new MOU with the Northern and Southern local Workforce Development areas as soon as the WIOA MOU is finalized.

SCSEP providers developed partnerships with community service host site agencies, and signed agreements with those that agree to provide training to participants. Host Agency Training Site Agreements have been signed with 146 non profit or state agencies. SCSEP has enhanced its Host Agency agreements to include having the agency consider allowing assigned participants access to their internal computer systems and internet for designated training and job search. Training may include basic computer, word processing, spreadsheets and customer service.

SCSEP providers outreach and recruit Federal, State, and local public agencies as training sites for SCSEP participants. These public agencies may include, but are not limited to:

- Health departments, community mental health centers, and community hospitals
- Welfare departments, child and youth services, and adult services
- State employment security offices, vocational counseling and rehabilitation, and social services
- Public schools and adult education programs
- Recreation departments, community development agencies, and housing authorities
- Police departments, juvenile courts, and circuit courts
- Federal agencies in local communities, extension services, and local tribal government agencies

Providers also use non-profit organizations as training sites if they:

- Are recognized by the Internal Revenue Service (IRS) as meeting the requirements of Section 501(c)(3) of the Internal Revenue Code of 1986 that exempts the organization from taxation
- Are not a political party; and
- Do not occupy a facility that is used or will be used as a place for sectarian religious instruction or worship. An exception is made when the facility is used for other purposes, e.g. nutrition site, head start, and no religious or sectarian religious instruction or worship is occurring while the participant is training

The sub recipient must obtain a copy of the IRS letter that grants the prospective non-profit training organization 501(c)(3) status.

SCSEP grantee participants currently receive community service training at Clark County, Carson City, Lyon County and Washoe County “One-Stop” Centers. AARP Foundation provides in-kind financial contributions to a One-Stop operational budget.

Nevada SCSEP participants fill community service training positions at a multitude of programs funded through Title III-B and Title III-C of the Older American’s Act. Office and administrative workers train at the Alzheimer’s Association – Desert Southwest, Three Square Food Bank, Silver State Housing, the Social Security Administration, Clark County Whitney Senior Center, Las Vegas Urban League – MLK Senior Center, the Salvation Army and Jude-22 Senior Nutrition Program.

AARP Foundation works with training providers, such as the Washoe County School District, Child and Family Services, Nevada Partners and various host agencies, for training in basic computer literacy.

AARP Foundation also utilizes its Job Search Workshops, which help to prepare participants for independent job searches.

SCSEP grantees have also developed working relationships with local employers. AARP Foundation has developed a partnership with Allied Barton, Boyd Gaming, Dotty's Gaming, Las Vegas Review Journal, TJX Companies Securitas and Macy's, where qualified applicants are referred to fill job openings. AARP Foundation is using the Virtual Career Network (VCN), which is a publicly accessible, web-based, career development platform that includes assessment, virtual learning/training and career search tools. VCN's primary purpose is to assist SCSEP participants prepare and qualify for jobs, by identifying knowledge skills and abilities through assessments, and then addressing any deficits with education and training.

The State of Nevada, Aging and Disability Services Division, through its SCSEP provider has developed relationships with employers in Clark County, where qualified applicants are referred to fill job openings. These employers include: Catholic Charities of Southern Nevada, Clark County Parks and Recreation, the Foundation for an Independent Tomorrow (FIT), Goodwill Industries and Shade Tree.

Nevada's SCSEP providers have a collaborative relationship and conduct outreach to the Latin Chamber of Commerce, Asian Chamber of Commerce and Intertribal Council of Nevada in order to recruit host agencies and participants in need of training.

Nevada SCSEP providers are listed in Nevada's Aging and Disability Resource Center (ADRC) website and Nevada's 2-1-1 resource guide.

SCSEP is a vital resource for Nevada's economic development. Nevada SCSEP sub recipient provides community service and skills-based training to seniors so they can fill the employment needs of Nevada employers. The SCSEP national grantee staff will outreach to Nevada's rural Economic Development offices with persistent unemployment to provide opportunity for job ready SCSEP participants to connect with rural Nevada employers in those areas.

Non-federal match requirements are supportable and reasonable (29 CFR 97.24(b) (6)) and met through cash/in-kind contributions reported by Community Service host site partner training supervisors and subprojects. The State of Nevada, Aging and Disability Services Division provides cash match.

### ***Section 6. Long-Term Strategies for Engaging Employers***

Nevada's SCSEP providers will work to increase knowledge of SCSEP among Nevada's nonprofit, public and private business to promote older worker training and age friendly work environments.

Providers promote, and will continue to promote, older workers in the work place and help employers to recognize the benefits of hiring older workers, through public service announcements, good customer service, brochures, warm calls, SCSEP posters and the SCSEP provider website.

The State of Nevada grantee will request from DOL/ETA a special condition to provide On-the-Job Employment (OJE) training opportunities to state SCSEP participants, to complement the OJE services now offered to national participants. The national SCSEP grantee has OJE agreements in place with Nevada employers.

### ***Section 7. Long-Term Strategies for Serving Minorities***

Nevada's SCSEP providers will continue to provide high quality training opportunities to minorities and other eligible individuals. As of June 30, 2015, 53 percent of active participants indicated that they are minorities.

Recruitment activities are ongoing and include:

- Establishing collaborative relationships with agencies providing services to older persons, persons with low incomes, persons with disabilities, veterans and persons of various race/ethnic backgrounds
- Notifying the State employment security agency, Job Service and/or One-Stop Career Center when vacancies exist
- Placing flyers, brochures, posters and other advertisements in public places and at One-Stop Centers, where older individuals tend to congregate
- Using low or no cost media advertising, such as public service announcements on radio and TV, community service announcements and placing human interest articles in local newspapers
- Making presentations to groups of older persons and the general public, to spread the word about opportunities available through the program; and
- Developing close working relationships with other employment and training programs, such as State and local programs under the Workforce Innovation and Opportunity Act of 2014, the Carl D. Perkins vocational education programs, dislocated worker programs and adult education programs

- English as a Second Language will be provided as need is identified on the Individual Employment plan

### ***Section 8. Community Service***

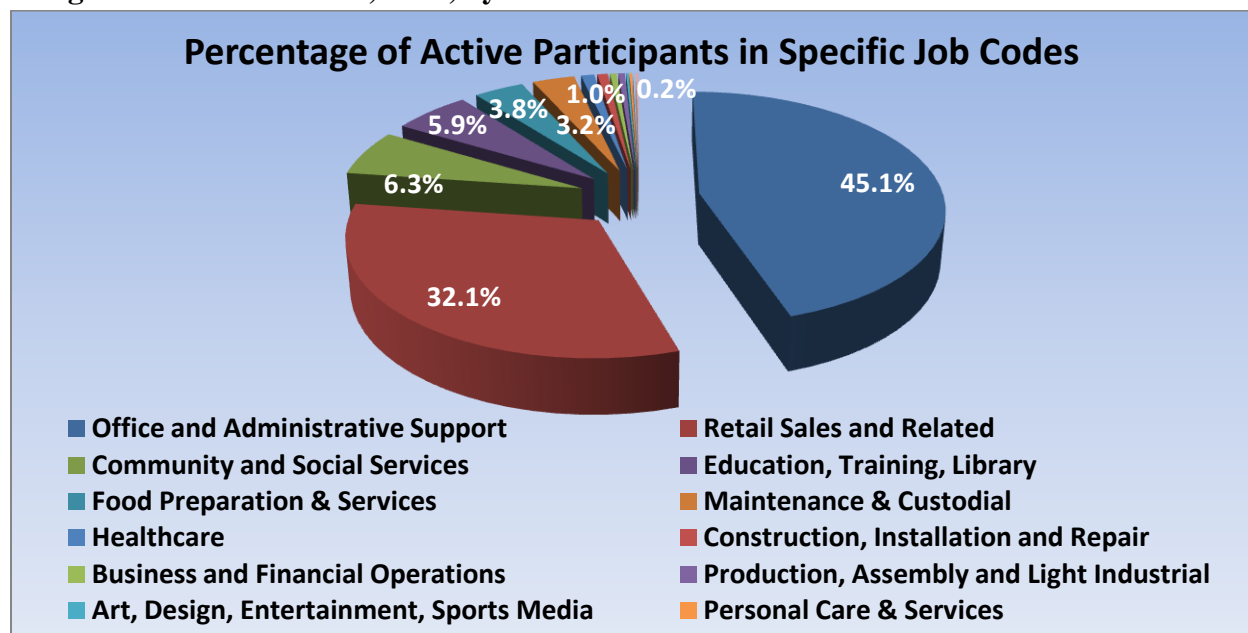
Nevada's top occupations projected to have the most job openings during the next 10 years, according to the *Nevada Workforce Informer, Data Analysis*, are food preparation and serving, sales and related occupations, office and administrative support occupations, food and beverage serving workers and retail sales workers. (Appendix F)

Host agency training site recruitment will be focused on agencies that can develop participant skills for these high demand jobs. The applicability of this approach is illustrated in Chart 3.

SCSEP participant recruitment is accomplished by advertising the SCSEP to participants throughout the local community, at One-Stop Centers, employment agencies and senior service centers, in addition to sites of other senior programs in the service areas. SCSEP distributes public service announcements, brochures and other materials relating to the program.

Each participant is offered the opportunity to train between 15 and 20 hours a week. If it is agreeable to the participant, the community service host site and the SCSEP project, a participant may work fewer or more hours each week. Participants are encouraged to work their full available hours on a consistent basis. Based on the participant's needs, the SCSEP provider will work with the participant on any needed exceptions.

**Chart 3: Percentage of Active PY 2014 Community Service Host Agency Training Assignments as of June 30, 2015, by Job Code:**



Each SCSEP participant is assessed and completes an Individual Employment Plan (IEP) that identifies existing skills, skills to be learned, goals to achieve and timelines to be met in order to obtain unsubsidized employment. The participant is matched with a community service, host site training assignment, based on the individual's IEP. The community service host site agency, the participant and the SCSEP grantee sign an agreement in support of the participant's training.

The community service, host site agency training assignment may be supplemented by general or specialized skill training in keyboarding, using the computer, computer software, customer service or other skills to make the participant more employable.

Additional training may be obtained through the University and Community College System of Nevada (UCCSN), WIOA One-Stop providers, English as a Second Language (ESL) and Adult Basic Education (ABE) classes if need is identified in an IEP.

Active SCSEP participants may receive the following supportive services on an as-needed basis:

- Bus Passes (if no other form of transportation is available)
- Specialized Work Apparel (if required by the community service host site agency)
- Eye Glasses
- Dental Repair
- Health Cards
- Other supportive services as identified

The project may identify service providers within its communities, who may offer these services at a reduced cost or no cost to the participant.

### ***Section 9. Long-Term Strategies to Improve SCSEP Services***

The State of Nevada currently has two SCSEP grantees or providers, the Aging and Disability Services Division - a state grantee, and AARP Foundation - a national grantee. The state grantee has one provider, AARP Foundation, which has served as the state grantee since July 1, 2012. In the spring of 2016 the state and national grants will be open for competition.

#### **Aging and Disability Services Division (ADSD)**

The Aging and Disability Services Division (ADSD) is housed within the Nevada State Department of Health and Human Services. ADSD facilitates federal and state funding for up to 200 grant programs benefiting Nevada's elders, and gives extensive support and technical assistance to service-providing agencies and nonprofit organizations with programs for the aging. In addition, ADSD also facilitates federal and state funding for children and adults with disabilities or special health care needs. On July 1, 2013, Nevada Early Intervention Services and Developmental Services joined the Aging and Disability Services Division.



In keeping with its aging services role, ADSD staff manages the development of the State's SCSEP program, State SCSEP sub recipient activities and coordinates SCSEP program activities with the current national contractor in Nevada – AARP Foundation. Additionally, ADSD staff evaluates the state sub recipient management and fiscal performance.

ADSD uses the Integrated Statewide Financial System (IFS) to support its accounting system and financial management. The IFS is used by all other state agencies, except colleges and universities. This system allows ADSD to establish Title V, SCSEP grant authority in a budget account with multiple other state and federal grants. Revenues and expenditures for each grant are tracked separately by assigning unique revenue general ledger (GL) numbers, expenditure categories and job numbers, if required. Grant funds are drawn into the state account and posted to the appropriate budget account, GL and job number in IFS. All payments to grantees are generated through and recorded in IFS.

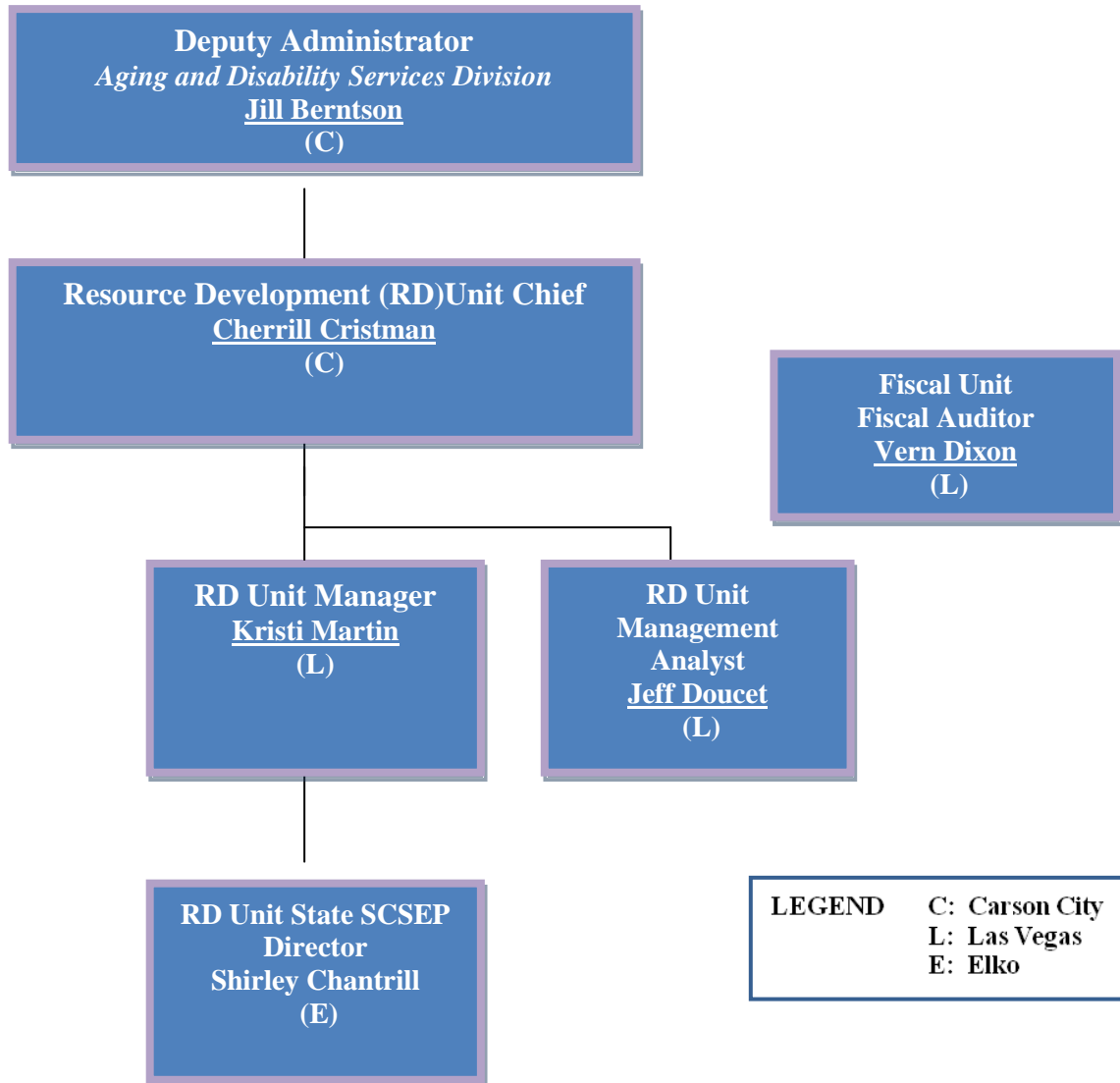
An internal grant database is used to track amounts that are sub-granted, payments to sub recipients, as well as remaining balances. The internal grant database tracks each sub-grant by sub-grant number, and then is reconciled to the IFS quarterly.

The total grant award is tracked on a spreadsheet that details budgeted amounts, expenditure data by transaction, and obligations and remaining balances. This is also reconciled to the IFS quarterly.

Salaries and fringe benefits are charged based on time, tracked by an internal time tracking system. The SCSEP Director spends approximately 20 percent of her time on SCSEP, although only 11 percent is charged to the grant. The Management Analyst spends approximately 5 percent of his time on SCSEP. Other staff members spend approximately 5 percent of their time on SCSEP. The state grantee SCSEP sub recipient staff dedicate all of their time to SCSEP. Organizational charts follow for Aging and Disability Service Division and AARP Foundation.

## Organizational Chart: The Division

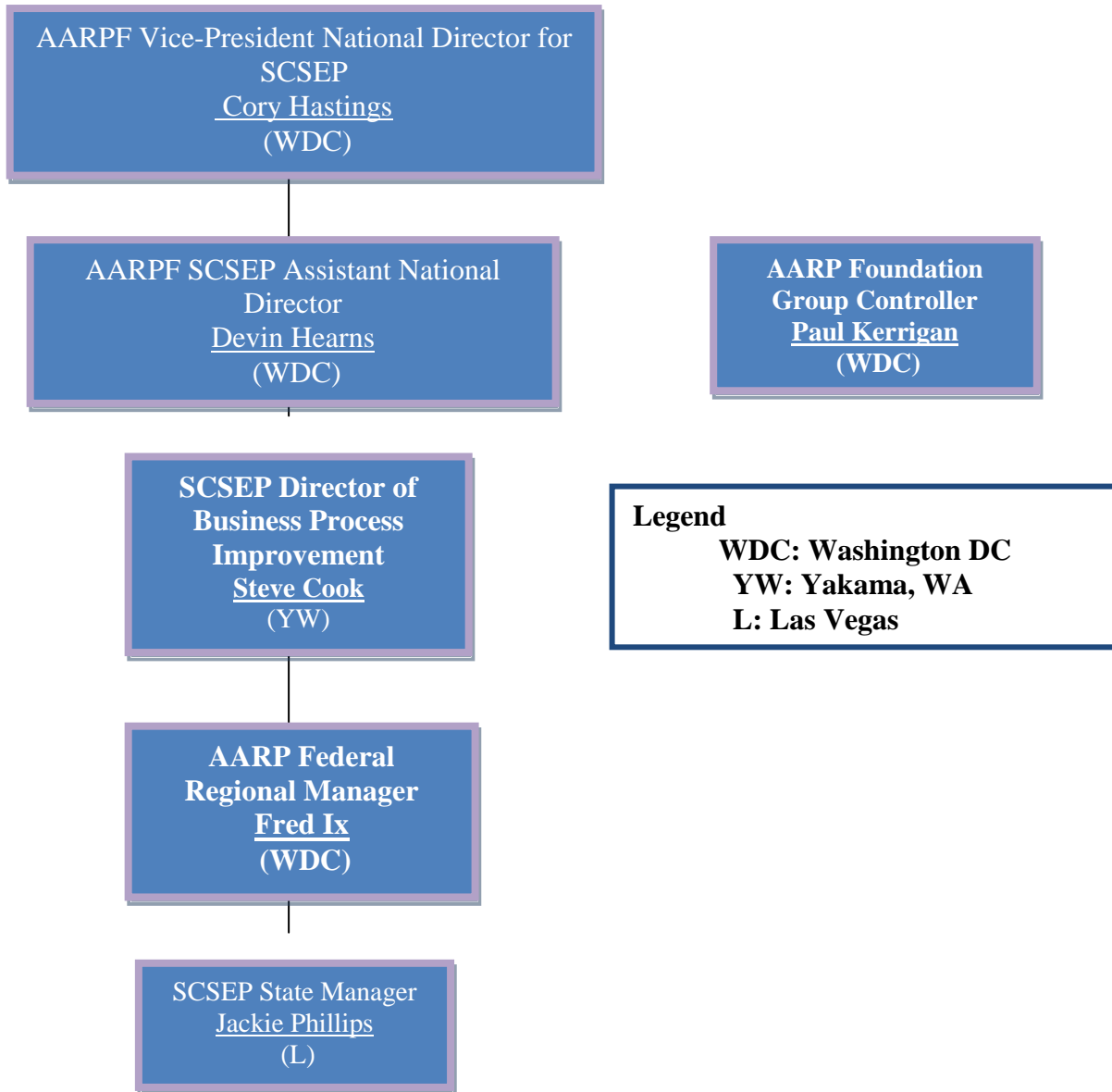
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**LEGEND**    C: Carson City  
                  L: Las Vegas  
                  E: Elko

## Organizational Chart: AARP Foundation

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### Sub-recipient Management State Grantee (ADSD)

AARP Foundation was selected during a competitive application process in the spring of 2012, to provide SCSEP services as the State of Nevada sub recipient, beginning July 1, 2012 to June 30, 2016. Annual renewal was contingent upon reapplication, program performance and allocation of funds from the State of Nevada and Department of Labor/ETA. AARP Foundation met all DOL negotiated aggregated performance measures at 80 percent or above.

The State SCSEP grantee will hold an open competition for state SCSEP services in spring 2016.

#### Training

ADSD identifies appropriate training programs and arranges or assists in arranging training for ADSD staff and sub-grantee staff. State and local staff attends all DOL training opportunities when funding is available. Programs receive ongoing technical assistance from the statewide SCSEP Director. Sub-grantee staff is kept informed of changes in policy, data collection, performance objectives and DOL directives via email, regular mail and trainings.

#### Monitoring

The ADSD SCSEP Director assesses and monitors the sub-grantee performance annually in the spring, through reports provided by the Department of Labor SPARQ system, annual sub-grantee site visits, data validation, participant interviews and host site agency interviews. SPARQ data validation is completed by either the SCSEP Director or an ADSD Management Analyst.

In addition, an auditor from the Division's Fiscal Unit conducts an annual fiscal monitoring of the sub-grantee and a Management Analyst provides support for SCSEP requirements.

#### Continuity of SCSEP Service

The competition of State positions in the spring of 2016 will be accomplished through a competitive application process. The Request for Proposals will be announced in March 2016 in the Las Vegas, Reno and Elko newspapers. The selection of a State SCSEP provider will occur prior to June 30, 2016.

The Nevada Aging and Disability Service Division will provide for program continuation if slots are lost or transferred to other grantees by initiation of the following:

- Participant Notification

The Division agrees to provide for a smooth transition for participants and host agencies upon termination or transfer to the new grantee and/or national sponsor. This will include a letter explaining that the SCSEP provider will no longer be providing program services for SCSEP and, if applicable, an introductory letter to participants, host agencies and employers, introducing the new grantee and/or national sponsor arrangement.

- Records

All program, participant and host files will be forwarded to any new grantee.

- Placement of Participants

The Nevada grantees will work closely with WIOA's One-Stop Centers to try to place as many participants into unsubsidized employment as possible, prior to the reduction of positions or termination of the grant.

- Services to Ease Transition

Provide technical assistance and continuity for grantees, participants and host agencies during the transition period. Provide technical assistance and training as needed to the new grantee or national sponsor(s).

- Final Payroll

The SCSEP providers are responsible for final payroll arrangements as part of the grant responsibilities, with the Division's audit staff overseeing this effort for the State SCSEP sub recipient.

The State of Nevada Aging and Disability Services Division will assist with the transition of slots from an incumbent national grantee to a new national grantee, if necessary, as follows:

- Meeting

The State of Nevada will offer to schedule/host a transition meeting with incumbent national grantees and new national grantees within one month of an award announcement.

- Communication

The State of Nevada will suggest to incumbent national grantee that letters be sent to participants, host sites and employers, notifying them that the incumbent is no longer providing SCSEP in Nevada and introducing the new national grantee that will be providing SCSEP.

- Complaints

The State of Nevada will provide national grantee contact information and Department of Labor contact information to all participants, host sites and employers stating a complaint.

- Participant Notification

The Division agrees to provide for a smooth transition for participants and host agencies upon termination or to transition to the new national sponsor. National grantee contact information will be provided to all participants, host sites and employers, as requested.

- Records

The State of Nevada will suggest that all program, participant and host files will be forwarded from the incumbent national grantee to the new national grantee.

- Issues

The State of Nevada will notify Nevada's SCSEP Department of Labor Federal Project Officer of issues that arise via email or telephone.

### ***Section 10. Strategy for Continuous Improvement SCSEP***

Nevada SCSEP State and National grantees have met the negotiated DOL/ETA SCSEP Core Performance Measure goals at the required aggregated 80 percent or above for the last four years. Core Performance Measures are determined by Department of Labor and are subject to change, based on Department of Labor and SCSEP grantee negotiations.

To increase participant placement in unsubsidized employment, Nevada's SCSEP providers will focus efforts on recruiting community service, host site agencies and skills training based on the top occupations projected to have the most job openings during the next four years, according to the *Nevada Workforce Informer, Data Analysis* (Appendix F). These are food preparation and serving related occupations, office and administrative support occupations, food and beverage serving workers, sales and related occupations, and retail sales workers.

The purpose of the training aspect of the SCSEP is to prepare participants for unsubsidized employment, while providing services to the community, either through the expansion of existing services or the establishment of new ones.

The participant's IEP is the basis for the training assignment. With input from the participant, the SCSEP provider staff and the training site agency staff work together to develop a training assignment description (TAD) that will result in the most effective use of the participant's interests, skills, and abilities and prepare the participant for an in demand occupation. The TAD is comparable to a job description.

Training site assignments are evaluated using the following criteria:

- The appropriateness of the Training Assignment Description (TAD) with respect to the participant's skills, abilities and interests
- The contribution the assignment will make to the development of the participant's occupational skills
- The likelihood that the participant will obtain unsubsidized employment, after a reasonable period of time on the training assignment
- The amount and level of training to be provided by the training agency staff
- The opportunities the assignment will provide for career advancement
- The innovative nature of the services to be offered
- The training assignment supports community service

SCSEP Providers monitor host agency assignments and unsubsidized employment placements by job code, using the SPARQ Management Reports. Achievement of Core Performance Measures will be monitored using the SPARQ Quarterly Reports.

## ***Section 11. Equitable Distribution of SCSEP Positions***

### **A. Location of Positions**

The Department of Labor (DOL)/Employment and Training Administration (ETA) authorize the number of community service training positions in the state, by a Census based formula. Nevada was allocated a total of 218 authorized positions in PY 2015. Nevada has two DOL grantees, with positions funded as follows: the Nevada Aging and Disability Services Division, the state grantee, was funded for 47 positions and AARP Foundation, the national grantee, was funded for 171 positions. Nevada will hold an open competition for the PY 2016 state positions, and simultaneously, the Department of Labor will also hold an open competition for the Nevada national positions.

It should be noted that authorized position funding is modified by several factors, including the state's minimum wage. The Nevada Aging and Disability Service Division, State Grantee, PY 2015 modified positions total 41 positions and the AARP Foundation, the national grantee, modified positions total 150 positions for a total of 191 modified positions.

### **B. Cities and Counties**

Nevada has 17 counties. The State SCSEP positions are located in Clark County Nevada. The National SCSEP positions are located in 12 counties; Carson City, Churchill, Douglas, Elko, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Washoe and White Pine Counties.

Esmeralda, Eureka, Pershing and Storey Counties have no allocated SCSEP positions.

### **C. Imbalances and Steps to Correct**

Equitable Distribution has been achieved with the state SCSEP grant positions in Clark County.

The national SCSEP grant positions in Clark, Churchill, Douglas, Elko, Humboldt, Lander, Lincoln, Lyon, Mineral and Nye Counties are under-served.

The national SCSEP grant positions in Washoe, White Pine and Carson City Counties are over-served.

Esmeralda, Eureka, Pershing and Storey Counties do not have SCSEP positions.

The variance in positions in counties may be due to one or more of the following conditions:

- Department of Labor modification of the number of positions for state and national grantees
- High turnover due to participants exiting for employment and other reasons
- Many counties are very rural in nature and there are challenges with transportation, recruitment of participants and host agencies and lack of employment opportunities
- Persistent Unemployment is present in nine of Nevada's seventeen counties, including Carson, Clark, Douglas, Lincoln, Lyon, Mineral, Nye, Pershing and Storey (Appendix J)

SCSEP state and national grantees work to assure information regarding SCSEP is readily available to all individuals. This is accomplished through meetings, presentations, distribution of brochures and media advertisement of the program.

### **D. Long – Term Strategies for Equitable Distribution**

To obtain Equitable Distribution statewide, positions will be moved from over served areas to underserved areas as positions become vacant in over served areas. SCSEP grantees will maintain a wait list. The effected host agency will be given 30 days notice.

Providing SCSEP services in rural communities has been a challenge because of the limited number host agencies, lack of transportation and employment opportunities. Eight of Nevada's 15 rural counties have persistent unemployment. (Appendix J)

The State of Nevada SCSEP grantee, ADSD, has no authority to move national grantee positions within the state, however, ADSD staff provides the national grantee staff with



contact information for rural non-profit and government agencies funded under Title IIIB, Title IIIC, Title IIIE, Title IIID and Independent Living Grants so they may distribute SCSEP information in rural areas and outreach to the agencies to become host site agencies and/or recruit participants.

In April 2014, AARP Foundation, the current SCSEP provider in Nevada, convened a meeting of rural service providers with effective practices in Washington, D.C. The organization representatives shared their effective practices, which are being incorporated into strategies that the Foundation will begin using this year to enhance services and increase participation in SCSEP in rural communities.

Effective practices include strategies, such as: locating participant ‘staff’ in these areas; segmenting and targeting outreach and recruitment activities to reach participants, host agencies, business, and other community partners; scheduling outreach time regularly in each county; and using technology when possible for trainings, job search and supportive service identification. AARP Foundation SCSEP has updated the marketing materials to help advertise the program and reach more potential applicants, host agencies and employers. The Foundation is striving to initiate training opportunities for rural participants by enhancing its training venue relationships.

In July 2016, AARP Foundation will initiate a one-year Rural Strategies Pilot to further establish and test various strategies to help impact participant and host agency recruitment, exits for employment and training in rural areas. Initial results show some improvements in recruitment in several Nevada counties. AARP Foundation also has requested host agencies allow participants to utilize their internal systems and internet for training. This continues to be a work in progress.

Rural RSVP has been instrumental in several rural Nevada counties and not only serves as a host agency for participants, they have also agreed to help recruit and refer potential applicants for enrollment.

AARP Foundation’s National Business Advisor helps create national relationships with employers, pilot innovative training programs for participants, and seeks new ways of providing employment for participants such as low cost start up self employment opportunities for participants and is working to pilot these ideas. In the rural setting, entrepreneurship is a viable option/opportunity for participants.

In addition, SCSEP staff plan to outreach to Nevada’s local rural Economic Development offices to increase awareness of SCSEP and connect rural SCSEP participants with employers in those areas.

In Southern Nevada, the Clark County office will be assisting counties in close proximity to help advertise and locate potential host agencies and participants. Once enrolled and oriented, the Clark County office will assist in assigning the participants.

If SCSEP grantees lose positions due to a reduction in Title V SCSEP funding, positions will be reduced through attrition or a reduction in training hours.

If additional funding for SCSEP positions is made available, the new positions will be filled through recruitment.

The purpose of recruitment is to maximize the number of eligible older individuals who will have an opportunity for SCSEP participation. The SCSEP grantee will make efforts to provide equitable services among the population segments eligible for SCSEP participation. These efforts include outreach to broaden the applicant composition pool to ensure inclusion of individuals that match the following priority criteria: age 65 years or older; individuals with disability; limited English proficiency or low literacy skills; rural area residents; veterans or spouses of veterans; individuals with low employment prospects; those who have failed to find employment after utilizing services provided under Title I of WIA; or those who are homeless or at risk for homelessness.

Recruitment activities are ongoing and include:

- Establishing collaborative relationships with agencies providing services to older persons, persons with low incomes, persons with disabilities, veterans and to persons of various race/ethnic backgrounds.
- Notifying the State employment security agency/Job Service and/or One-Stop Career Center when vacancies exist.
- Placing of flyers, brochures, posters and other advertisements in public places and at One-Stop Centers where older individuals tend to congregate.
- Using low- or no-cost media advertising, such as public service announcements on radio and TV, community service announcements and human interest articles in local newspapers.
- Making presentations to groups of older persons and the general public to spread the word about opportunities available through the program; and
- Developing close working relationships with other employment and training programs, such as State and local programs under the Workforce Innovations and Opportunity Act (WIOA), the Carl D. Perkins vocational education programs, dislocated worker programs and adult education programs.

#### **E. Eligible Individuals to Total Eligible Population in the State**

Individuals matching the following criteria will be accepted for participation in SCSEP: (1) age 55 or older; (2) a resident of Nevada; and (3) a member of a family, including a family of one, which during the preceding 12 month period, or at the option of the project, an annualized six month period, had an annualized income that did not exceed 125 percent of the Federal Poverty Level as established by the U.S. Office of Management and Budget. Participants are required to disclose family income and sign a statement affirming truth of the disclosure. Income is verified through proper interview techniques and documentation received from participants.

To the extent possible, priority for filling authorized slots will be according to the following criteria:

- Individuals 65 age and older and/or:
- Has a disability
- Has limited English proficiency or low literacy skills
- Resides in a rural area
- Is a veteran or spouse of a veteran
- Has low employment prospects
- Has failed to find employment through WIA Title I services
- Is homeless or at risk of homelessness

In addition:

- Meets the eligibility requirements related to age for, but does not receive, benefits under Title II of the Social Security Act (42 U.S. C. 401 *et seq.*)
- Has a severe disability

Nevada's State and national SCSEP providers will continue to outreach to Nevada's most in need individuals so they may access the program and work toward finding employment and obtaining self-sufficiency.

**Chart 4. Comparison of potentially eligible individuals by Nevada County**

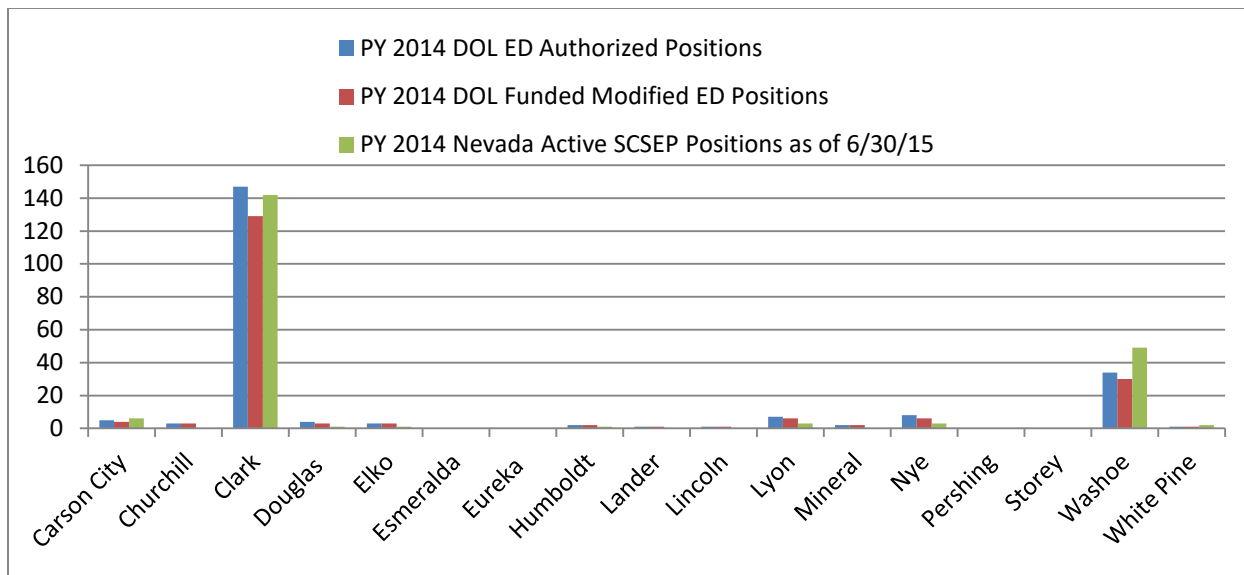


Table 5 compares the number of potentially eligible individuals in each Nevada County; according to 2010 Census data (Appendix C) vs. the US Department of Labor (DOL) /Employment Training Administration (ETA) *Program Year 2014 Equitable Distribution Report* authorized positions. The table also lists DOL/ETA distribution of authorized positions according to the PY 2015 *Equitable Distribution Report*, funded modified positions vs. currently assigned AARP Foundation and State positions and the difference.

**Table 5. Comparison of potentially eligible individuals by Nevada County (2010 Census data)**

County	Eligible Individuals (55+) 2010 Census	Number of Eligible in State (55+) 2010 Census	Percentage by County	Number of Authorized Positions based on the 2010 Census	PY 2014 DOL Equitable Distribution (ED) Authorized (A) Positions	PY 2014 DOL Funded Modified (M) ED Positions	PY 2014 Active State and AARP Positions as of 6/30/15	Difference between Authorized ED, Modified ED and Actual Served	
								A	M
Carson City	16,738	639,858	2.62%	6	5	4	69	+1	+2
Churchill	7,011	639,858	1.10%	3	3	3	0	-3	-3
Clark	435,707	639,858	68.09%	153	147	129	142	-5	+13
Douglas	17,478	639,858	2.73%	6	4	3	1	-3	-2
Elko	9,731	639,858	1.52%	3	3	3	1	-2	-2
Esmeralda	360	639,858	.05%	0	0	0	0	0	0
Eureka	558	639,858	.08%	0	0	0	0	0	0
Humboldt	3,804	639,858	.59%	1	2	2	1	-1	-1
Lander	1,421	639,858	.22%	0	1	1	0	-1	-0
Lincoln	1,692	639,858	.26%	1	1	1	0	-1	-1
Lyon	15,599	639,858	2.44%	6	7	6	3	-4	-3
Mineral	1,901	639,858	.30%	1	2	2	0	-2	-2
Nye	17,465	639,858	2.73%	6	8	6	3	-5	-3
Pershing	1,696	639,858	.27%	1	0	0	0	0	0
Storey	1,602	639,858	.25%	0	0	0	0	0	0
Washoe	104,198	639,858	16.28%	37	34	30	49	+15	+19
White Pine	2,897	639,858	.45%	1	1	1	2	+1	+1
<b>Totals</b>	639,858	639,858	100%	225	218	191	208	-10	+17

## **F. Relative Distribution of Eligible Individuals**

### **Rural and Urban Populations**

According to the Department of Labor *Equitable Distribution Report*, 83 percent or 181 SCSEP positions are allocated to Nevada's two largest urban counties. Sixteen percent or 37 of the remaining SCSEP positions are distributed equitably in 12 rural counties.

### **Greatest Economic Need**

**"Greatest economic need"** means a person with income at or below 100 percent Federal Poverty Level (FPL), established by the Department of Health and Human Services and approved by the Office of Management and Budget.

SCSEP providers served 407 unduplicated seniors in Nevada by the end of June 30, 2015. Of those, 355 or 87 percent were classified as having the greatest economic need. This number is in stark contrast to the potential population that could be helped in this category. For example, of the 639,858 Nevadans age 55 and older, an estimated 5.7 percent or 36,561 were at or below 100 percent FPL. In addition, of the 122,717 Nevadans for whom poverty status has been determined, 30% are seniors age 55 or older. (Appendix D).

### **Minorities**

**“Minorities”** means American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino American and Native Hawaiian or Other Pacific Islanders.

The Census tables in Appendix E provide information on the distribution of minorities by age. Approximately 21 percent or 134,531 Nevadans age 55 and older are classified as minorities. Of the 407 seniors served by SCSEP grantees by the end of June 30, 2015, approximately 217 or 53 percent of participants were classified as minorities.

### **Limited English Proficiency**

**“Limited English Proficiency”**: The U.S. Census Bureau defines A "limited English speaking household" as one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulty with English. By definition, English-only households cannot belong to this group. Previous Census Bureau data products referred to these households as "linguistically isolated" and "Household where no one age 14 and over speaks English only or speaks English 'very well.' (Appendix E)

The U.S. Census Bureau estimates that 6.3% of all households in Nevada fell into this category from 2010-2014. Of the 407 seniors served by SCSEP grantees by the end of PY 2014, approximately 11 participants or 3 percent of participants were classified as Limited English Proficient.

### **Greatest Social Need**

**“Greatest social need”** means needs caused by non-economic factors. It includes persons with physical and mental disabilities; language barriers; and cultural, social or geographic isolation, including isolation brought about by racial or ethnic status.

Of the 407 unduplicated seniors served by SCSEP grantees by the end of June 30, 2015, approximately 308 or 76 percent of those persons served were classified as having the greatest social need. This included those with disabilities, language barriers (limited English proficiency), low literacy skills and those with cultural, social or geographic isolation (rural).

### **Rural Areas**

With the movement of additional positions to Nevada's urban areas because of the 2010 Census, it has become more challenging for SCSEP grantees to provide adequate amounts of staff and travel dollars to serve the more rural counties in Nevada.

Four of Nevada's most rural counties, Eureka, Esmeralda, Pershing and Storey, together comprising a 14,057 square mile area, are without any SCSEP participants. Lander County, Lincoln County and White Pine County each have one SCSEP participant, which is a total of three (3) SCSEP participants in a 24,999 square mile area. This presents challenges for AARPF to maintain staff and support the SCSEP in such a vast area, putting pressure on funding and staff time due to distances.

Nevada's rural counties, comprising an area of 95,447 square miles, share only 37 (17 percent) of the allocated 218 Nevada SCSEP positions.

### **Veterans and qualified spouse of Veterans**

Of the 407 unduplicated participants served by June 30, 2015, 58 or 14 percent of those served are classified as a veteran or qualifying spouse of a veteran.

## **G. Avoiding Disruptions in Service**

The State of Nevada Aging and Disability Service Division will provide for program continuation if slots are lost or transferred to other grantees by initiation of the following:

- **Participant Notification**

The Division agrees to provide for a smooth transition for participants and host agencies upon termination or transfer to the new grantee and/or national sponsor. This will include; a letter explaining that the SCSEP provider will no longer be providing program services for SCSEP and, if applicable, an introductory letter to participants, host agencies and employers introducing the new grantee and/or national sponsor arrangement.

- **Records**

All program, participant and host files will be forwarded to any new grantee.

- **Placement of Participants**

The Nevada grantees will work closely with WIOA's One-Stop Centers to try to place as many participants into unsubsidized employment as possible prior to the reduction of positions or termination of the grant.

- Services to Ease Transition  
Provide technical assistance and continuity for grantees, participants and host agencies during the transition period. Provide technical assistance and training as needed to the new grantee or national sponsor(s).
- Final Payroll  
The SCSEP providers are responsible for final payroll arrangements as part of the grant responsibilities, with the Division's audit staff overseeing this effort for the State SCSEP sub recipient.

The State of Nevada Aging and Disability Services Division will assist with the transition of slots from an incumbent national grantee to a new national grantee, if necessary, as follows:

- Meeting  
The State of Nevada will offer to schedule/host a transition meeting with incumbent national grantees and new national grantees within one month of an award announcement.
- Communication  
The State of Nevada will suggest to incumbent national grantees that letters be sent to participants, host sites and employers notifying them that they are no longer providing SCSEP in Nevada and introducing the new national grantee that will be providing SCSEP.
- Complaints  
The State of Nevada will provide national grantee contact information and Department of Labor contact information to all participants, host sites and employers stating a complaint.
- Participant Notification  
The Division agrees to provide for a smooth transition for participants and host agencies upon termination or to transition to the new national sponsor. National grantee contact information will be provided to all participants, host sites and employers, as requested.
- Records  
The State of Nevada will suggest that all program, participant and host files will be forwarded from the incumbent national grantee to the new national grantee.
- Issues



The State of Nevada will notify Nevada's SCSEP Department of Labor Federal Project Officer of issues that arise via email or telephone.

***Section 12. Appendices***

***Appendix A: Governor's delegation letter***

***Appendix B: Plan Comments***

***Appendix C: Census Information – Age/Population by State and County***

***Appendix D: Census Information – Below Poverty Level***

***Appendix E: Census Information - Minorities***

***Appendix F: Nevada Workforce Informer, Data Analysis***

***Appendix G: The Occupation of the Civilian Employed Population 55 Years and Over by Sex and Age, 2012***

***Appendix H: 2012-2022 Industry Projections Review, DETR Research and Analysis Bureau***

***Appendix I: Nevada Workforce Informer, Data Analysis, 10 Year Occupational Employment Projections, Annual Openings due to Growth and by Average Annual Growth Rate***

***Appendix J: Nevada Persistent Unemployment 2013-2015***